

Responding & Reporting

The Scottish Volleyball Association will fully support anyone who, in good faith and where he/ she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded.

RESPONDING TO AN ALLEGATION

What should you do if you are concerned?

If a child or young person indicates that they have been abused, or you obtain information which gives you concern, you should:

- i React calmly so as not to frighten the child.
- ii Tell the child he/she is not to blame and that it was right to tell.
- iii Remember it is the role of the trained professionals to establish whether abuse has occurred and not the role of the SVA employees or volunteers.
- iv Take the report seriously, recognising the difficulties inherent in interpreting what is said.
- v Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to - do not ask the child about explicit detail.
- vi Reassure but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments.
- vii Make a full record of what has been said, heard and/or seen as soon as possible and fill out a Scottish Volleyball Child Protection Incident Report Form (CPIRF). Which is available on Page 19.
- viii Pass the information, without delay, on to the appropriate person in accordance with the SVA's Child Protection Incident Reporting Procedure.

When a referral is made to the Social Work Services or the police a written report should be sent within 24 hours. A record should be kept of the name and title / number of the social worker or police officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.



INCIDENT REPORTING PROCEDURE

This reporting procedure is to be followed if:

- There has been an allegation of abuse made by any person concerning any child who is under the control, custody or supervision of the SVA, its officers, employees or volunteers.
- Any member of the SVA staff, officer, volunteer or accredited person has had any suspicions made known to them about any person or child.
- Any incident that could be deemed as abuse has occurred.

What YOU should do:

1. Ensure the child is safe and receiving any necessary medical attention and is able to talk about their concerns, if they wish.
2. Report the incident to the Club's Child Protection Officer (CCPO), if your club does not have a CCPO, the report must be made to the SVA Lead CPO.
3. Fill in the SVA's **CPIRF** (page 19), giving full details of what occurred.

What the Club's Child Protection Officer should do:

1. Immediately contact the SVA Lead Child Protection Officer and report the incident and actions.
2. Contact the child's parents/guardians (unless they are implicated in the incident). If considered necessary, contact will also be made to the Social Services, Police, etc.

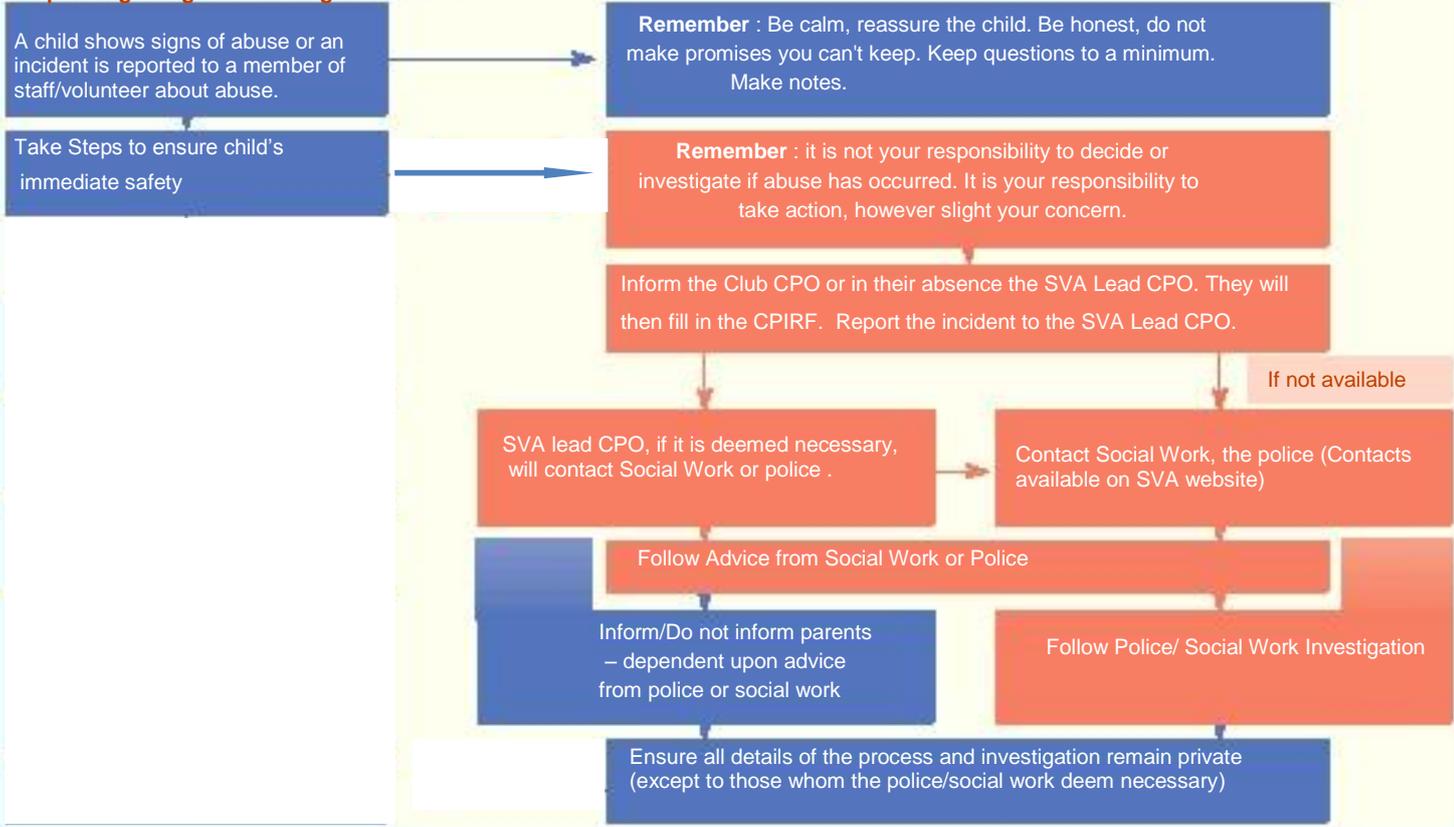
Information passed on to the social work services or the police must be as helpful as possible, it will be necessary to make a detailed record of the following;

- The nature of the allegation.
- A description of the indicators of abuse.
- The account of the young person, if it can be given, of what happened to them.
- Any times, dates or other relevant Information.
- A clear distinction between what is fact and what is hearsay.

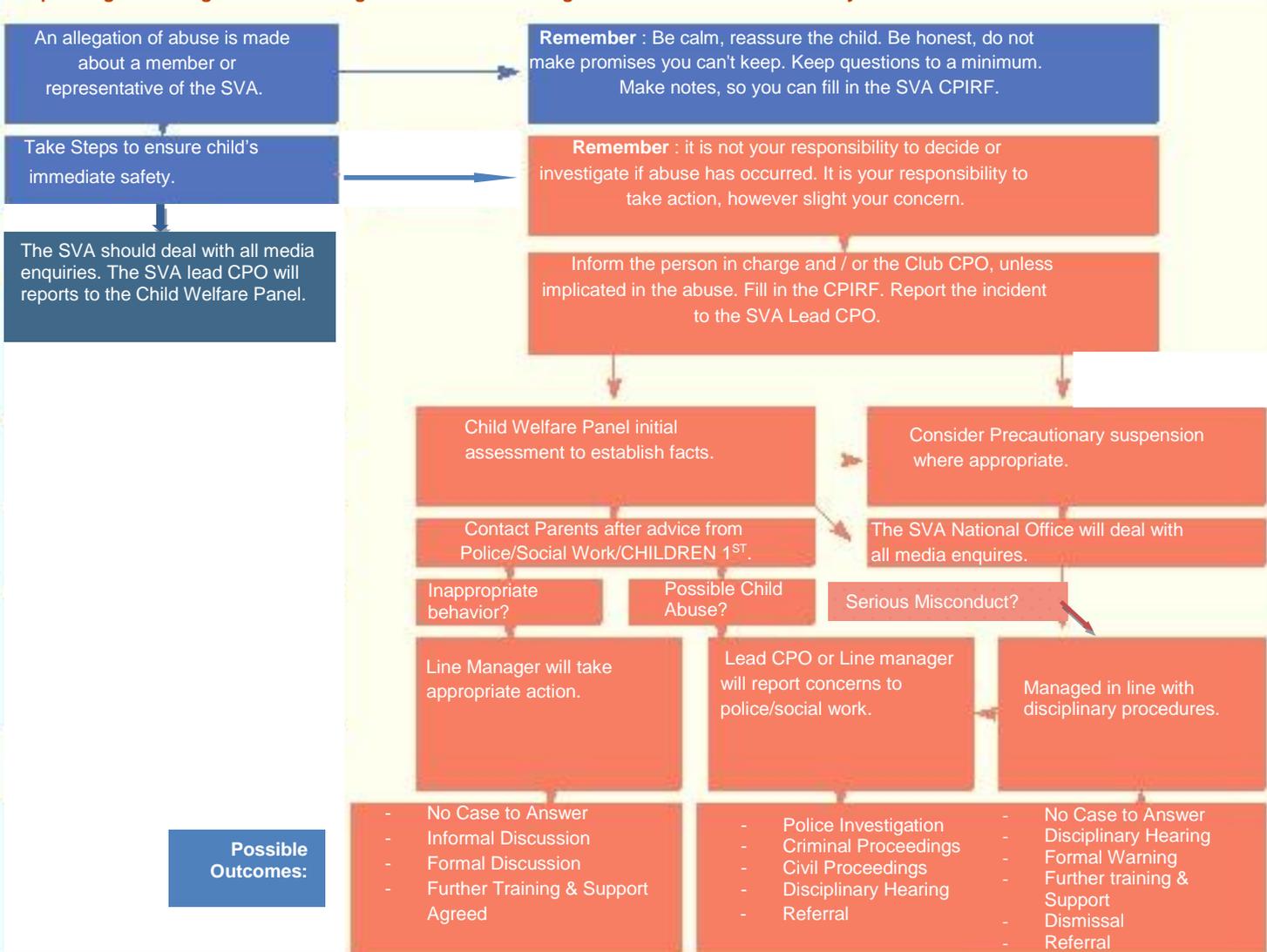
SVA Reporting Procedure

CHILD PROTECTION INCIDENT REPORTING PROCEDURE

Responding to signs or an allegation of abuse.



Responding to an allegation of abuse against someone working on behalf of the Scottish Volleyball Association.*



*includes but not limited to professional staff, registered coaches/ referees, squad personnel and regional officers.

INFORMATION SHARING

Information must be shared on a need to know basis. This includes sharing the information with the Child Protection Officer, the police or social work and relevant people within the Scottish Governing Body. If the matter is one concerning an allegation of abuse, the police or social work will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful (Data Protection Act).

There is advice on information sharing in the national guidance to Child Protection in Scotland 2010 which can be found at www.scotland.gov.uk

Where the Panel does not consider that they have the expertise relevant to the field of abuse which the incident relates, the Chairperson will request a person with such expertise to the panel.



THE CHILD PROTECTION PANEL (CPP)

The Child Protection Panel is to comprise of at least three of the following:

- SVA/sportscotland Solicitor (If appropriate.)
- Chief Executive Officer (If appropriate.)
- Club Child Protection Officer (If available.)
- SVA Lead Child Protection Officer.
- Person with expertise in the field of abuse to which the incident may relate (e.g. Social Work or Police.)

The confidential group discussion may take place by telephone, conference call or email.

The Panel should immediately assess whether the child has been harmed or is at risk of harm. If this is the case, ensure Social Work or the Police have been informed. Follow advice from social work/Police, including how to liaise with parents/guardians.

The Panel should then consider the action to be taken, to include but not be limited to the following questions:

Following each Child Protection case the Scottish Volleyball Association will conduct a review of the case and the procedure.

ACTION ON SITE

1. What action is required on site?
2. Is further information needed?
3. Who should obtain this?
4. What third parties at the sight of the incident should be informed (e.g. parents, Social Work, Police) if they have not been informed already?

When a decision has been reached, the CPP should take such action as is required immediately. The Chairperson will keep all other relevant parties informed about the decisions the CPP have reached, on a need to know basis.

Where the incident involves a member of the SVA staff, an officer or volunteer, or anyone representing the SVA (collectively referred to as the SVA Individual) the CPP may, in circumstances which they deem appropriate, arrange for the suspension of the SVA Individual from his/her duties immediately.

Continued consultation should take place between the members of the CPP and all other relevant parties until the situation has been resolved. There should not be any period without communication of more than 28 days with involved parties and case management processes should not normally extend over more than 3 months.